

Using the ePM Invoices OBA

What is the Invoices OBA?

The Invoices Office Business Application (OBA) allows a user to enter invoices using an Excel spreadsheet which will, in turn, create the ePM records. It will generate the cover sheet for the Form 184 as well as the detailed sheets needed to show the invoice SOV breakdown. This application would be useful for General Contractors to submit their invoices to the PM for review and approval. GSA staff can also easily enter invoices that have been submitted to them manually from the contractors.

Who Will Use This?

√ Vendor
 √ Project Manager
 √ General Contractor
 √ GSA Contracting Officer
 √ GSA Budget Analyst

Entering Invoices using the OBA

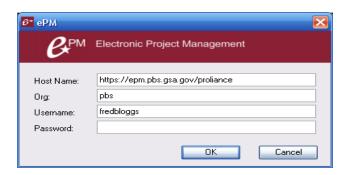
1. Open the Invoices OBA by going to Start > Programs > ePM > Invoices OBA > Select Invoices OBA. *HINT* A shortcut to the OBA program can be created in the computer desktop.



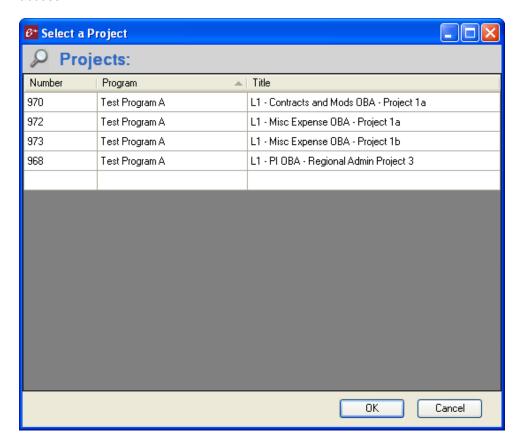




2. This will open the application in Excel and prompt for login information to ePM. Enter ePM User Name and Password. Click OK. Make sure the Host Name and Org read exactly as the picture below



Once logged into ePM, the system will generate a list of available Projects based upon security access.

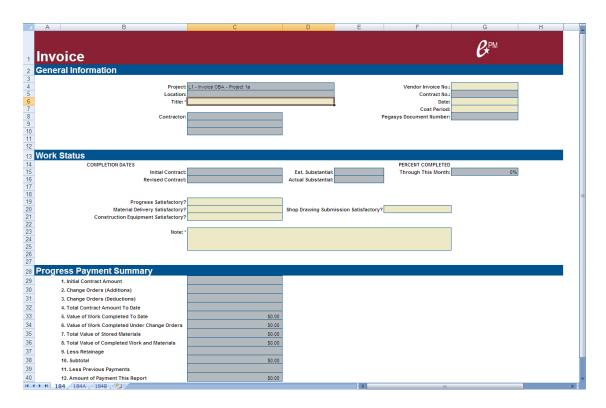


Select the Project intended to enter invoices for. Click OK.

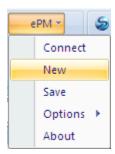




4. The Excel window will now be accessible. There are three tabs available for entry; Form 184, Form 184A, Form 184B. These tabs represent the invoice cover sheet and the detailed sheets needed for the SOV breakdown. Select an action of New from the ePM menu to continue.

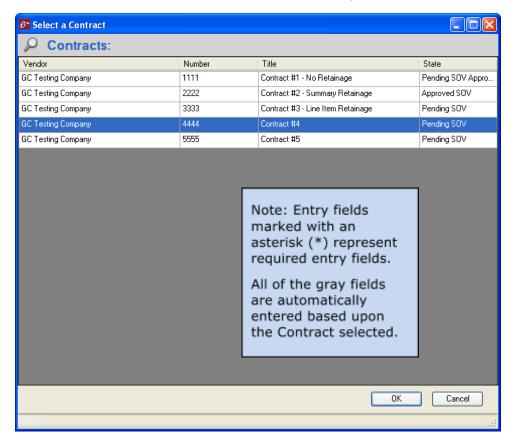


5. Click New from the ePM menu. A Contract selection screen will appear. Select the Contract to be linked to the new invoice to be created. Click Ok.









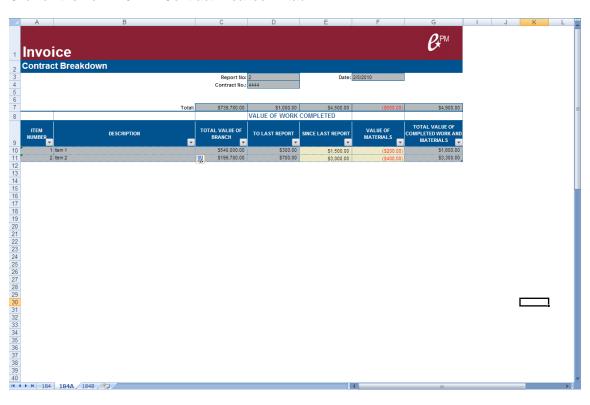
- 6. Enter the following information on the Form 184 tab for the Invoice:
 - a. Title *
 - b. Progress Satisfactory? (dropdown selection)
 - c. Material Delivery Satisfactory? (dropdown selection)
 - d. Construction Equipment Satisfactory? (dropdown selection)
 - e. Shop Drawing Submission Satisfactory? (dropdown selection)
 - f. Note *
- 7. Click the ePM > Options menu selection and Validate the document. A confirmation message will appear notifying that it validated successfully. Click OK to return to the document.



BPM



8. Click on the Form 184A - Contract Breakdown tab.



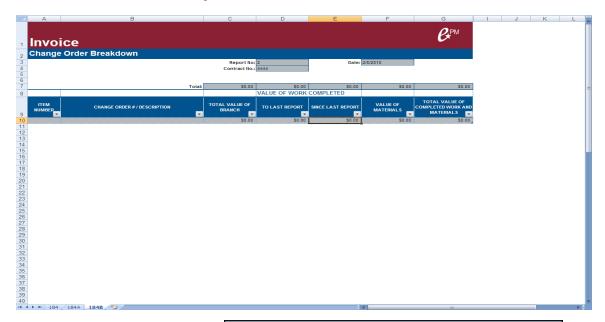
- 9. Enter the information in the following columns:
 - a. Since Last Report (Amount)
 - b. Value of Materials (Amount)
- 10. Click the ePM > Options menu and Validate the document. A confirmation will appear notifying that it validated successfully. Click OK to return to the document.







11. Click on the Form 184B – Change Order Breakdown tab.



Note: If there are no Change Orders entered against this Contract, this tab will be empty. Attaching Change Orders to the Invoice is not necessary. The system will do that automatically regardless of the cost period.

- 12. Enter the information in the following columns:
 - a. Since Last Report (Amount)
 - b. Value of Materials (Amount)
- 13. Click the ePM > Options menu and Validate the document. A confirmation will appear notifying that it validated successfully. Click OK to return to the document.



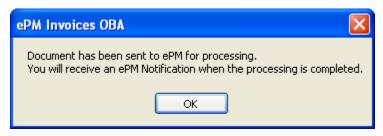
14. The values on the Form 184 tab under the Progress Payment Summary will update automatically based upon information entered on the Form 184A and Form 184B tabs.





15. Click Save in the ePM Menu to Save the document. A confirmation message will appear notifying that the document is being processed and sent to ePM.

Invoice documents are saved in the In Review state.



Click OK to return to the document. The OBA can be closed without interrupting the processing of these documents in ePM.

Verifying Invoice records in ePM

- Login to ePM and select one of the projects were Invoices were created against.
- Select Invoices under Contract Management > Obligations > Invoices drop down menu. The
 records will be listed in the register. Click on the desired invoice record line item to open the
 document for review.

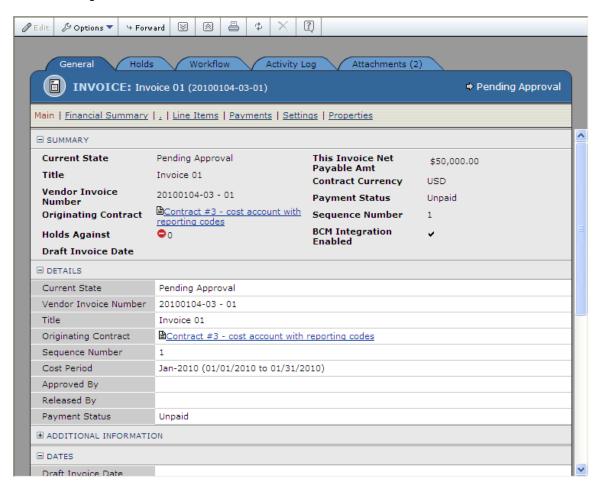








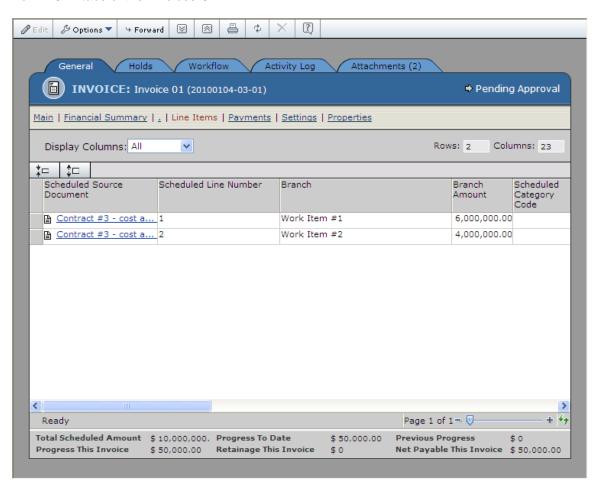
3. The Main Page will contain the information entered into the Form 184 tab from the Invoices OBA.







4. The Line Items page will contain all of the detailed information entered into the Form 184A and Form 184B tabs of the Invoices OBA.







Tips

